

# PERMIT APPLICATION CHECK SHEET

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COMPLETED APPLICATION WITH NOTARIZED SIGNATURES

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POWER OF ATTORNEY (unless the application is signed by the contractor)

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STATE LICENSED CONTRACTOR

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SUB-CONTRACTOR LIST

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2 SETS OF PLANS – SIGN AND SEALED

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1 DIGITAL COPY OF ALL PAGES OF PLANS (**see note below for requirements**)

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LEGAL DESCRIPTION MUST BE ON THE APPLICATION

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VERIFICATION OF OWNERSHIP (property record card, deed or tax bill)

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RECORDED NOTICE OF COMMENCEMENT

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**\*\* IF APPLICABLE TO PROJECT \*\***

2 SETS EACH OF TRUSS ENGINEERING, DUCT LAYOUTS, GAS SCHEMATICS,  
AND ENERGY CALCULATIONS.

## DIGITAL SUBMISSION REQUIREMENTS

**ONE** COPY OF **ALL** PAGES SHALL BE DELIVERED ON A WINDOWS COMPATIBLE DVD OR CD IN A .PDF FORMAT (ADOBE).

DRAWINGS THAT USE LAYOUT TABS FOR MULTIPLE PAGES IN A SET OF PLANS SHALL BE LABELED TO MATCH THE DRAWING INDEX LISTED ON THE COVER SHEET.

SUBMITTALS THAT INCLUDE MULTIPLE INDIVIDUAL FILES FOR EACH DRAWING PAGE SHALL BE TITLED USING THE DRAWING INDEX NUMBERING SYSTEM.